

RECORDS ADMINISTRATION PROGRAM

FIRST QUARTER REPORT

22 April 1968

A C C O M P L I S H M E N T S

RECORDS CREATION

(Forms Control, Correspondence Improvements, and Reports Management)

A. Forms Management Actions Completed this Quarter:

New Forms Designed and Issued	47 (336,500 copies)
Old Forms Revised and Issued	77 (4,958,870 copies)
Old Forms Obsolete and Removed	15

B. Other Forms Developments:

1. Designed 3 new reporting forms for the Language School in keeping with an Inspector General Survey.

2.

3. Revisions to 6 Clandestine Services Information Reports were made at the request of FI/RQM.

RECORDS MAINTENANCE

(Records Surveys, Systems Development, Equipment and Supplies)

A. DDS

A "Conserve-a-File V" type shelf unit was installed for the Personnel Recruitment Division saving 54 square feet of floor space over their previously used "Pro-File" cabinets. The installation of "Fullspace" type shelving in the Office of Logistics was completed, increasing the filing capacity by 118 cubic feet in 89 square feet less floor space.

~~SECRET~~

B. DDS&T

Four sections of old shelving moved out of Logistics were transferred to meet a need in the Office of Research and Development, for a savings of 54 square feet of floor space over old cabinets and a cost avoidance of approximately \$420.

C. DDP

RID personnel were shown the first motorized installation of Fullspace shelving. Study continues.

D. DDI

CRS/GR is reviewing our proposal to microfilm its Photo Caption file being stored 50 years in the Records Center. The plan will save 124 feet at the Center and 18 feet in Headquarters.

VITAL RECORDS

(Storage of Data for Emergency or to Reconstitute Destroyed Offices)

A. Deposits and Schedules

This quarter 291 cubic feet of current Vital Records were received at the Relocation Site and 1,158 cubic feet were destroyed or transferred. Schedule revisions for six offices were completed.

RECORDS DISPOSITION

(Inventories, Scheduling, Storage, and Archives)

A. Records Center Activities this Quarter: (cubic feet)

Records Received for Storage	4,782
Records Removed for Destruction	1,932
Records Transferred out of Center	2,112
(Net Growth 738)	
Priority Deliveries	3 special runs
Records Services	20,377 items delivered
Supplemental Distribution Copies	10,374 items delivered
Briefings and Visitors	103 people
(Includes historians, CT's, office representatives, students, etc.)	

~~SECRET~~

~~SECRET~~

A new security alarm system was installed but is not yet operational. Fifteen telephone jacks were installed in the Records Center as part of the [REDACTED] emergency phone system. 25X1A6a

PROGRAM DEVELOPMENT

(Guidance and Standards as Required by HIR 70-1)

A. Records Orientations Given:

1. Presentations on the Agency Records Program were given 15 Career Trainees (21 March) and to 52 employees at the DDS Trends and Highlights Course (5 March).
2. Our Vital Records techniques were presented at the National Archives Seminar for 33 students.
3. Briefings on the Records Program were provided new Records Officers assigned in the Office of the DDI and Office of ELINT.

B. Records Training

Five members of the staff received training or briefings on Automation, Microfilming, and Files Systems.

Retyped 25X1A9a
DDS/SSS/RAB/[REDACTED]:bjw (22 Apr 1968)

Distribution: (only)

Orig - addressee

- 1 - RAB file (previous copy to be retained in files as per VJB)

~~SECRET~~